"बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी. 2-22-छत्तीसगढ़ गजट/38 सि. से. भिलाई, दिनांक 30-5-2001."

पंजीयन क्रमांक "छत्तीसगढ़/दुर्ग/09/2010-2012."

# छत्तीसगढ़ राजपत्र

## (असाधारण)
## प्राधिकार से प्रकाशित

क्रमांक 51-ब ] रायपुर, मंगलवार, दिनांक 27 मार्च 2012—चैत्र 7, शक 1934

LAW & LEGISLATIVE AFFAIRS DEPARTMENT
Mantralaya, Dau Kalyan Singh Bhavan, Raipur

Raipur, the 27th March 2012

NOTIFICATION

No. 2546/1001/XXI-B/C.G./2012.—In exercise of the powers conferred by Section 28 read with sub-section (5) and (6) of Section 6, sub-section (5) and (6) of section 8A, sub-section (5) and (6) of section 9, sub-section (3) and (4) of Section 11A of the Legal Services Authorities Act, 1987 (No. 39 of 1987) and rule 25 of the Chhattisgarh State Legal Services Authority Rules, 2002, The State Government in consultation with the Chief Justice of High Court of Chhattisgarh, hereby, makes the following rules relating to recruitment and conditions of service of officers and employees of the Chhattisgarh State Legal Services Authority, namely :—

RULES

1. **Short title and commencement.**— (1) These rules may be called the Chhattisgarh State Legal Services Authority Officers and Employees (Recruitment) Rules, 2012.
(2) It shall apply to all the Officers and Employees of the establishment of the Chhattisgarh State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authority (Including Permanent Lok Adalat for Public Utility Services) and Taluk Legal Services Committee.
(3) It shall come into force from the date of their publication in the Official Gazette.

2. **Definitions.**— (1) In these rules, unless the context otherwise requires,—
(a) **"Act"** means the Legal Services Authority Act, 1987 (No. 39 of 1987) ;

(b) **"Appointing Authority"** means the Chhattisgarh State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authority (Including Permanent Lok Adalat for Public Utility Services) and Taluk Legal Services Committee, as the case may be;

(c) **"Departmental Promotion Committee"** means a Departmental Promotion Committee constituted under rule 12 and Schedule-III of these rules;

(d) **"Deputation"** means the services of officers and employees of Subordinate Judiciary or other Government Departments borrowed temporarily on the establishment of the Chhattisgarh State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authority (Including Permanent Lok Adalat for Public Utility Services) and Taluk Legal Services Committee, as the case may be, or placing the services of officers and employees of the State Legal Services Authority, establishment on loan to other Department/s temporarily;

(e) **"District Legal Services Authrity"** means District Legal Services Authority constituted under Section 9 of the Act;

(f) **"Employee"** means an employee of the Chhattisgarh State Legal Services Authority and employee appointed by the Chhattisgarh State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authority, Permanent Lok Adalat for Public Utility Services, Taluk Legal Services Committee or an employee holding any post in the services of the Chhattisgarh State Legal Services Authority by absorption from other Government Department;

(g) **"Examination"** means the competitive examination for recruitment conducted under these rules like the written examination and/or such other practical tests typewriting, Shorthand, etc. and such interview test or other tests as may be prescribed by the Patron-in-Chief/Executive Chairman, from time to time for different posts;

(h) **"Executive Chairman"** means the Executive Chairman of the Chhattisgarh State Legal Services Authority;

(i) **"Government"** means the Government of Chhattisgarh;

(j) **"High Court"** means High Court of Chhattisgarh;

(k) **"High Court Legal Services Committee"** means the High Court Legal Services Committee constituted under section 8A of the Act;

(l) **"Officer"** means an officer of the Chhattisgarh State Legal Services Authority or appointed by the Chhattisgarh State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authority, Permanent Lok Adalat for Public Utility Services, Taluk Legal Services Committee or an officer holding any post in the services of the Chhattisgarh State Legal Services Authority by absorption from other Government Department;

(m) **"Other Backward Classes"** means the other Backward Classes of citizens as specified by the State Government vide Notification No. F-8-5-XXV-4-84 dated the 26th December, 1984 as amended from time to time;

(n) **"Patron-in-Chief"** means the Chief Justice of the High Court of Chhattisgarh;

(o) **"Permanent Lok Adalat"** means Permanent Lok Adalat (Public utility service) established under sub-section (1) of Section 22B of the Act;

(p) **"Post"** means post of the officers and employees as sanctioned by the State Government;

(q) **"Schedule"** means the schedule appended to these rules;

(r) **"Scheduled Caste"** means the Scheduled Castes as specified in relation to this State under Article 341 of the Constitution of India;

(s) **"Scheduled Tribe"** means the Schedule Tribes as specified in relation to this State under Article 342 of the Constitution of India;

(t) **"Service"** means Service of the Chhattisgarh State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authority, Permanent Lok Adalat for Public Utility Services, Taluk Legal Services Committee Officers and Employees service;

(u) **"State Authority"** means Chhattisgarh State Legal Services Authority constituted under Section 6 of the Act;

(v) **"Taluk Legal Services Committee"** means Taluk Legal Services Committee constituted under Section 11A of the Act;

(2) The words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act and Chhattisgarh State Legal Services Authority Rules, 2002.

3. **Scope and Application.–** Without prejudice to the generality of the provision contained in the Chhattisgarh Civil Services (General Conditions) Rules, 1961, these rules shall apply to the every member of the Service.

4. **Constitution of Service.–** The service shall consist of the following persons, namely:-

(1) Persons who, at the time of the commencement of these rules, are holding any post substantively or officiating as specified in the Schedule-I appended to these rules;

(2) Persons recruited to the service before the commencement of these rules; and

(3) Persons recruited to the services in accordance with the provisions of these rules.

5. **Classification, Scale of Pay, etc.–** The classification of service, the Scale of Pay attached thereto and the number of posts included in the service, shall be in accordance with the Schedule-I appended to these rules:

Provided that the Government may, from time to time add or reduce the number of posts included in the service either on a permanent basis or temporary basis in consultation with the Chief Justice.

6. **Sources and method of recruitment to Class-IV, III, II and I posts.–** The recruitment to the Various Class-IV, III, II and I posts shall be made as specified in Schedule-II.

7. **Appointment, Transfer and Posting.–** (1) The power of direct recruitment or promotion or absorption on any or all post/s shall vest in the State Authority or such other person as may be specified by the Patron-in-Chief.

(2) The power of appointment by deputation on all the posts shall vest in the Patron-in-Chief or such other person as may be specified by the Patron-in-Chief.

(3) The power of appointment by absorption to any post/s shall vest in the Patron-in-Chief or such other person as may be specified by the Patron-in-Chief.

(4) The procedure and curriculum for holding examination for selection of the candidates shall be prescribed by the state authority, unless and otherwise specifically provided in these rules.

(5) All recruitment and selection process, both for direct recruitment and by way of promotion shall be done by the State Legal Services Authority.

(6) After the selection by direct recruitment or by promotion, the state authority shall forward a list of such selected or promoted candidates to respective, High Court Legal Services Committee, District Legal Services Authority and Taluk Legal Services Committee, as the case may be, for issuing appointment letter under intimation to the state authority.

(7) The transfer and posting of the officers and employees shall be made by the Executive Chairman after consultation with the Patron-in-Chief.

(8) The Chairman district legal services authority, with prior permission of the Executive Chairman, may transfer the employees posted in the respective districts within the different offices of the legal services authority in the said district.

8. **Eligibility for recruitment and appointment.–** (1) A candidate for appointment to service or post must be citizen of India.

(2) **Age-** (a) A candidate shall not be below 18 years and above 35 years of age as on the first day of January next following the date of commencement of the examination/selection.

(b) The upper age limit shall be relaxable up to a maximum of 5(five) years if a candidate belongs to Scheduled Castes, Scheduled Tribes or Other Backward Classes.

(c) The upper age limit shall also be relaxable upto a maximum of 10 (Ten) years, to a women candidate in accordance with the provisions of the Chhattisgarh Civil Services (Special Provisions for Appointment of Women) Rules, 1997.

(d) The upper age limit shall also be relaxable in respect of candidates who are or have been employees of Chhattisgarh Government to the extent and subject to the conditions specified below:-

(i) A candidate who is permanent Government servant should not be more than 38 years of age;

(ii) A candidate holding a temporary post including work charge employees, contingency paid/contract employees and person employed in project implementing committee, applies for any other post should not be more than 38 years of age;

(iii) A candidate who is retrenched Government servant will be allowed to deduct from his age the period of all temporary service previously rendered by him up to a maximum limit of seven years even if it represents more than one spell provided that the resultant age does not exceed the upper age limit by more than three years.

**Explanation:-** The term "retrenched Government Servant" denotes a person who was in temporary Government Service of this State or any of the constituent units for a continuous period of not less than six months and who was discharged because of reduction in establishment not more than three years prior to the date of his registration at the employment exchange or of application made otherwise for employment in Government service.

(e) A candidate who is an ex-serviceman shall be allowed to deduct from his age the period of all defense services previously rendered by him provided that the resultant age does not exceed the upper age limit by more than three years.

**Explanation -** The term "ex-serviceman" denotes a person who belong to any of the following categories and who was employed under the Government of India for a continuous period of not less than six months and who was retrenched or declared surplus as a result of the recommendation of the Economy unit or due to normal reduction in establishment not more than three years before the date of his registration at any employment exchange or of application made otherwise for employment in Government service:-

(i) Ex-servicemen released under mustering out concessions;
(ii) Ex-servicemen enrolled for the second time and discharged on-
 (a) Completion of short term engagement;
 (b) Fulfilling the conditions of enrollment;
(iii) Ex-personnel of Madras Civil Unit;
(iv) Officers (Military and Civil) discharged on completion of their Contract;
(v) Officers discharged after working for more than six months continuously against leave vacancies;
(vi) Ex-serviceman invalidated out of service;
(vii) Ex-serviceman discharged on the ground that they are unlikely to become efficient soldiers;
(viii) Ex-serviceman who is medically boarded out on account of gunshot wounds etc.

(f) The upper age limit shall be relaxable up to a maximum of two years for those candidates who are holding green card under the Family Welfare Programme.

(g) The upper age limit shall be relaxable up to five years in respect of superior caste partner of a couple awarded under the Inter-Caste Marriage Incentive Scheme of the Scheduled Tribes, Scheduled Castes and Backward Classes Development Department.

(h) The general upper age limit shall also be relaxable up to a maximum of five years in respect of Shahid Rajiv Pandey Award, Gundadhur Award, Maharaja Praveer Chand Bhanjdeo Samman and National Youth award holder young candidates.

(i)The upper age limit shall be relaxable to maximum 38 years of age in respect of candidates who are employees of Chhattisgarh State Corporation/Boards.

(j) The upper age limit shall be relaxed in the case of Voluntary Home Guards and Non-Commissioned Officers of the Home Guards for the period of service rendered so by them, subject to the limit of 8 years but in no case their age should exceed 38 years and the instruction issued from time to time by General Administration Department regarding age limit shall also be applicable.

**Note -** 1. Candidates who are admitted to the examination/ selection under the concessions mentioned in clause (d) (i) and (d) (ii) above shall not be eligible for appointment, if after submitting the application they resign from service either before or after examination/selection. They will however continue to be eligible if they are retrenched from the service or post after submitting the application.

2. In no other case will these age limit be relaxed, Departmental candidates must obtain previous permission of the Appointing Authority to appear for the examination/ selection.

(k) In respect to upper age limit the directives issued by the Appointing Authority, from time to time, shall also be applicable.

(l) In any case the maximum age to get eligible for the recruitment shall not exceed 45 years, irrespective of age relaxation under one or more than one category mentioned above.

(3) **Fee-** The candidate appearing in competitive examination must pay the fees prescribed by the state authority.

9. **Disqualification.**– (1) Any attempt on the part of a candidate to obtain support for his candidature by any means may be held by the Appointing Authority to disqualify him for appearing in the examination/selection.
(2) A person dismissed by the Central or State Government or by Officer of the Central or State Government or by a Local Authority or Corporation, owned or controlled by the Central or State Government, shall not be eligible for appointment.

10. **Appointing Authority's decision about the eligibility of candidates shall be final.**– The decision of the Appointing Authority as to eligibility or otherwise of a candidate for appearing in examination/selection shall be final and no candidate, to whom a certificate of admission has not been issued by the Appointing Authority shall be allowed to appear in the examination/interview.

11. **Reservation of Posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Disabled Persons and Women.**– (1) Posts for direct recruitment shall be reserved for the candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the provisions of the Chhattisgarh Lok Sewa (Anusuchit Jatiyon, Anusuchit Janjatiyon Tatha Anya Pichhde Vargon Ke Liye Arakshan) Adhiniyam, 1994 (No. 21 of 1994).
(2) There shall be a reserved post for woman candidate in accordance with the provisions of the Chhattisgarh Civil Services (Special Provision for Appointment of Women) Rules, 1997.
(3) There shall be reserved posts for disabled candidates provided that they are found competent for the work for which they are being appointed, in accordance with the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
(4) Preference shall be given to bonafide local residents of the districts falling under Bastar and Sarguja Revenue Division for recruitment to the vacancies arising in Class-III and Class-IV District Cadre posts.

12. **Departmental Promotion Committee.**– (1)There shall be a Departmental Promotion Committee to be constituted by the Executive Chairman for promotion.
(2)The departmental promotion committee so constituted by the Executive Chairman shall consist of three members of which one member should be an officer from District Judge cadre and other member should be an officer from Civil Judge cadre. The senior most officer from among the three members by designation in the Departmental Promotion Committee shall be the Chairman of the Departmental Promotion Committee.
(3) The Committee shall hold Departmental Examination/Test for Posts for which such Examination/Test is prescribed in these Rules, from time to time and prepare a selection list according to merit and place it for approval before the Patron-in-Chief. The Committee shall also consider eligibility and suitability for promotion of other promotional Posts for persons in the feeder categories and prepare a selection list and place it for approval before the Patron-in-Chief.

(4) Departmental Examination/Test shall be held for the post of Assistant Grade-III and the criteria for admissibility to the Departmental Examination/Test is, that the candidate should have completed continuous five years qualified Service as Class IV Employee (Including services rendered as a daily paid, contingent, on contract basis or recruited by any other mode of recruitment but nature of their appointment is temporary or contractual).

13. **Probation.**– All appointments to any of the posts required to be filled by direct recruitment, shall be initially made on probation for a period of two years. If the service during the probation period is not satisfactory the probation period may further be extended for one year. The conditions laid down in the Chhattisgarh Civil Services (General Conditions of Services) Rules, 1961, shall be applicable in this regard, if not expressly provided under these Rules:

Provided that the powers exercisable under the said Rules by the State Government or by the Governor or any subordinate authority, shall be exercisable by the Patron-in-Chief or by such other authority as may be specified by the Patron-in-Chief.

14. **Promotion.**– All promotions from one post to another post shall be made on temporary or officiating basis depending upon the nature of the post by the appointing authority on the recommendation of the Departmental Promotion Committee.

15. **Transfer of Employees.**– (1) The services of the employees under the State Legal Services Authority (inclusive of those employees working at High Court Legal Services Committee, different District Legal Services Authority, Permanent Lok Adalats and Taluka Legal Services Committees) shall be transferrable anywhere within the State of Chhattisgarh wherever there is an office of the Legal Services Authority.

(2) For the purpose of administrative exigency, the Services of the employee in Class-IV category in case of requirement, their nature of duties can be interchanged i.e. a peon can be assigned the duties of farrash and vice versa the farrash can be assigned the duties of peon and similarly the other categories in Class-IV can also be interchanged.

16. **Conditions of Service.**– In respect of all such matters regarding conditions of service of the Officers and Employees of the State Authority for which there is no provision or the provisions are insufficient in the Chhattisgarh State Legal Services Authority Rules, 2002 or these rules, the rules and orders for the time being in force applicable in the Government Officers and Employees holding corresponding posts, in the State Government, shall be applicable:

Provided that the powers exercisable under the rules and orders of the Government by the Governor, shall be exercisable by the Patron-in-Chief or by such other authority as may be specified by the Patron-in-Chief.

17. **Superintendence and Control.**– All Officers and Employees shall be subject to superintendence and control of the State Authority or of any person by general or special order authorized by the State Authority.

18. **Seniority.**– There shall be gradation list of all the Officers and Employees at State Authority level which shall be subject to revision after three years. The decision of the Executive Chairman with regard to any dispute regarding inter se seniority in the gradation list shall be final.

19. **Extension.**– Ordinarily, extension in Services to any Officer or Employee would not be granted. However, the Patron-in-Chief, may, in exceptional cases and in the interest of administration, grant extension beyond the age of superannuation to any Officer and Employee for one year subject to physical fitness and outstanding quality of work.

20. **Power of Relaxation.**– Where the Patron-in-Chief is satisfied that operation of any of these rules causes undue hardship in any particular case, he may, by order, for the reasons to be recorded in writing, dispense with or relax the particular rule to such extent and subject to such exceptions and conditions, as may be deemed necessary:

Provided that as and when any such relaxation is granted by the Patron-in-Chief the State Government shall be informed of the same.

21. **Removal of doubts.**– If any doubt arises relating to the interpretation of these rules, the decision of the Patron-in-Chief shall be final.

By order and in the name of the Governor of Chhattisgarh,

A. K. SAMANTRAY, Secretary.

## SCHEDULE - I
**[See Rule 4(1) and 5]**

| (A) C.G. STATE LEGAL SERVICES AUTHORITY | | | | | |
|---|---|---|---|---|---|
| **Sr. No.** | **Name of Posts included in the service** | **Classification** | **No. of Post** | **Pay Scale** | |
| | | | | **Basic Pay in Existing Pay Scale** | **Revised Pay Band & Grade Pay** |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Secretary Belonging to the Chhattisgarth Higher, Judicial Service in the cadre of District Judge. | Class-I | 01 | Own Scale of Pay | Own Scale of Pay |
| 2. | Dy. Secretary Belonging to the Chhattisgarh Lower Judicial Service in the cadre of Chief Judicial Magistrate. | Class-I | 01 | Own Scale of Pay | Own Scale of Pay |
| 3. | Under Secretary Belonging to the Chhattisgarh Lower Judicial Service in the cadre of Civil Judge Class-I | Class-II | 01 | Own Scale of Pay | Own Scale of Pay |
| 4. | Account Officer | Class-II | 01 | 8000 | 15600-39100 Grade Pay 5400 |
| 5. | Private Secretary to Executive Chairman | Class-II | 01 | 6500 | 9300-34800 Grade Pay 4400 |
| 6. | Legal Aid Officer | Class-II | 17 | 6500 | 9300-34800 Grade Pay 4400 |
| 7. | Audit-Officer | Class-II | 01 | 6500 | 9300-34800 Grade Pay 4400 |
| 8. | Superintendent | Class-III | 01 | 5500 | 9300-34800 Grade Pay 4300 |
| 9. | Personal Assistant or Stenographer to Secretary | Class-III | 01 | 4500 | 5200-20200 Grade Pay 2800 |
| 10. | Assistant Auditor | Class-III | 01 | 4500 | 5200-20200 Grade Pay 2800 |
| 11. | Accountant | Class-III | 01 | 4000 | 5200-20200 Grade Pay 2400 |
| 12. | Assistant Protocol Officer | Class-III | 01 | 4000 | 5200-20200 Grade Pay 2400 |
| 13. | Assistant Grade-2 | Class-III | 04 | 4000 | 5200-20200 Grade Pay 2400 |
| 14. | Assistant Grade-3 | Class-III | 15 | 3050 | 5200-20200 Grade Pay 1900 |
| 15. | Computer Operator | Class-III | 02 | 3050 | 5200-20200 Grade Pay 1900 |
| 16. | Driver | Class-III | 02 | 3050 | 5200-20200 Grade Pay 1900 |
| | | | 01 | Collector Rate | Collector Rate |

| 17. | Daftari | Class-IV | 01 | 2610 | 4750-7440 Grade Pay 1400 |
|---|---|---|---|---|---|
| 18. | Peon | Class-IV | 12 | 2550 | 4750-7440 Grade Pay 1300 |
| 19. | Farrrash | Class-IV | 01 | 2550 | 4750-7440 Grade Pay 1300 |
| 20. | Waterman | Class-IV | 01 | 2550 | 4750-7440 Grade Pay 1300 |
| 21. | Watchman | Class-IV | 01 | 2550 | 4750-7440 Grade Pay 1300 |
| 22. | Sweeper | Class-IV | 01 | 2550 | 4750-7440 Grade Pay 1300 |
| 23. | Process Server | Class-IV | 06 | 2550 | 4750-7440 Grade Pay 1300 |

**(B) HIGH COURT LEGAL SERVICES COMMITTEE**

| Sr. No. | Name of Posts included in the service | Classification | No. of Post | Pay Scale | |
|---|---|---|---|---|---|
| | | | | Basic Pay in Existing Pay Scale | Revised Pay Band & Grade Pay |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Secretary Who shall be a member of the Chhattisgarh Higher Judicial Service be appointed by the Chief Justice of the High Court. | Class-I | 01 | Own Scale of Pay | Own Scale of Pay |
| 2. | Stenographer | Class-III | 01 | 5000 | 9300-34800 Grade Pay 4200 |
| 3. | Accountant (trained) | Class-III | 01 | 4500 | 5200-20200 Grade Pay 2800 |
| 4. | Assistant Grade-2 | Class-III | 01 | 4000 | 5200-20200 Grade Pay 2400 |
| 5. | Assistant Grade-3 | Class-III | 06 | 3050 | 5200-20200 Grade Pay 1900 |
| 6. | Peon | Class-IV | 04 | 2550 | 4750-7440 Grade Pay 1300 |
| 7. | Process Server | Class-IV | 05 | 2550 | 4750-7440 Grade Pay 1300 |

**(C) DISTRICT LEGAL SERVICES AUTHORITY**

| Sr. No. | Name of Posts included in the service | Classification | No. of Post | Pay Scale | |
|---|---|---|---|---|---|
| | | | | Basic Pay in Existing Pay Scale | Revised Pay Band & Grade Pay |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Secretary Who shall be member of Chhattisgarh Lower Judicial Service in the Senior Civil Judge Promotion Cadre. | Class-II | 16 | Own Scale of Pay | Own Scale of Pay |
| 2. | Assistant Grade-2 | Class-III | 10 | 4000 | 5200-20200 Grade Pay 2400 |
| 3. | Assistant Grade-3 | Class-III | 23 | 3050 | 5200-20200 Grade Pay 1900 |
| 4. | Process Server | Class-IV | 14 | 2550 75/- Additional Allowance | 4750-7440 Grade Pay 1300 75/- Additional Allowance |
| 5. | Peon | Class-IV | 16 | 2550 | 4750-7440 Grade Pay 1300 |

**(D) TALUKA LEGAL SERVICES COMMITTEE**

| Sr. No. | Name of Posts included in the service | Classification | No. of Post | Pay Scale | |
|---|---|---|---|---|---|
| | | | | Basic Pay in Existing Pay Scale | Revised Pay Band & Grade Pay |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | Assistant Grade-3 | Class-III | 31 | 3050 | 5200-20200 Grade Pay 1900 |
| 2. | Peon | Class-IV | 31 | 2550 | 4750-7440 Grade Pay 1300 |

| (E) PERMANENT LOK ADALAT (PUBLIC UTILITY SERVICES) Bilaspur, Raipur, Jagadalpur, Ambikapur & Durg | | | | | |
|---|---|---|---|---|---|
| **Sr. No.** | **Name of Posts included in the service** | **Classification** | **No. of Post** | **Pay Scale** | |
| | | | | **Basic Pay in Existing Pay Scale** | **Revised Pay Band & Grade Pay** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| 1. | Chairman (Additional District & Session Judge Level) | Class-I | 05 | 16750 | 51550-1230-58930-1380-63070 |
| 2. | Personal Secretary | Class-III | 05 | 4500 | 5200-20200 Grade Pay 2800 |
| 3. | Assistant Grade-2 | Class-III | 05 | 4000 | 5200-20200 Grade Pay 2400 |
| 4. | Assistant Grade-3 | Class-III | 10 | 3050 | 5200-20200 Grade Pay 1900 |
| 5. | Process Writer | Class-III | 05 | 3050 | 5200-20200 Grade Pay 1900 |
| 6. | Process Server | Class-IV | 10 | 2550 | 4750-7440 Grade Pay 1300 |
| 7. | Peon | Class-IV | 10 | 2550 | 4750-7440 Grade Pay 1300 |
| 8. | Watchman | Class-IV | 05 | 2550 | 4750-7440 Grade Pay 1300 |
| 9. | Farrash/Sweeper | Class-IV | 05 | 2550 | 4750-7440 Grade Pay 1300 |

## SCHEDULE - II
**[See Rule 6]**

| S. No. | Name of the Post | Method of Recruitment | Qualification/Eligibility |
|---|---|---|---|
| (1) | (2) | (3) | (4) |
| 1. | Peon, Farrash, Waterman, Watchman, Process Server and Sweeper. | (1) Direct from amongst suitable persons who are working as daily paid, contingent, on contract basis or recruited by any other mode of recruitment but nature of their appointment is temporary or contractual, who have completed five years of continuous service under the legal services authority.<br>(2) By direct recruitment from qualified persons.<br>(3) By absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department/ organization of the Government. | Must have passed Class V from any recognized Board or Institution. |
| 2. | Daftari | By Promotion from amongst the Peons, Farrash, Waterman, Watchman, process server and Sweeper or by absorption/ transfer of the services of employees of similar or equivalent or higher pay scale working in any department / organization of the Government. | For promotion on the post of Daftari, the period of eligibility shall be five years continuous service on the post of peon, farrash, waterman, watchman, process server and sweeper. |
| 3. | Driver | (1) Direct from amongst suitable persons who are working as daily paid, contingent, on contract basis or recruited by any other mode of recruitment but nature of their appointment is temporary or contractual, who have completed five years of continuous service under the legal services authority.<br>(2) By direct recruitment from qualified persons or by deputation of qualified persons from other departments.<br>(3) By absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department/ organization of the Government. | (1) Must have passed Class VIII from any recognized Board.<br>(2) Must also possess a valid driving license and experience of driving of all types of motor vehicle. Preference shall be given to the persons having qualification of I.T.I. Passed in motor mechanic /diesel mechanic. |

| | | | |
|---|---|---|---|
| 4. | Assistant Grade-III (LDC)/ Computer Operator/ Process Writer. | (1) 85% By direct recruitment through competitive examination, as may be prescribed by the appointing authority or by deputation of qualified personnel from other departments.<br>(2) By Promotion from amongst Class IV employees to the extent of minimum 15% (Not to be carried forward) subject to suitability.<br>(3) By absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | (1) Must have passed Higher Secondary Examination (10+2) from recognized Board or 1st Year of graduation from any recognized/ university.<br>(2) Must have passed 1 year diploma certificate in data entry / programming at the speed of 5000 key depressions per hour from government recognized institution.<br>(For candidates who are considered for appointment in Assistant Grade-III (LDC) / process writer by way of promotion from the Class–IV category the minimum qualification so prescribed shall not be mandatory.) |
| 5. | Assistant Grade-II (UDC)/ Assistant Protocol Officer. | By Promotion from amongst Assistant Grade-III/Computer Operator/Process writer on the basis of Merit-cum-Seniority or by absorption /transfer of the services of employees of similar or equivalent higher pay scale working in any department/ organization of the Government. | -- |
| 6. | Accountant. | By Promotion from amongst Assistant Grade-II/Assistant protocol Officer, on the basis of Merit-cum-Seniority or by deputation of qualified persons from other departments or by absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | (1) Must be Graduate from any recognized University.<br>(2) Must have passed Accounts Training from Training Centre of the State Government. |
| 7. | Assistant Auditor/ Accountant (Trained) | By Promotion from amongst Accountants or by deputation of personnel from the office of the Directorate of Treasuries, Pension and Accounts or has been working in accounts for sufficiently long period or by absorption/ transfer of the services of employees of similar or equivalent higher pay scale working in any department/organization of the Government. | -- |

| 8. | Personal Assistant /Stenographer to Secretary of State Authority and Chairman to permanent Lok Adalat. | By direct recruitment through competitive examination. Qualified personnel of State Authority may also be considered for appointment or by absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | (1) Must be a Graduate from any recognized University.<br>(2) Must have passed Short Hand Examination in Hindi or English from any recognized Board of Shorthand and Typewriting with speed of 100 words per minute, and 35 words per minute for English and 30 words per minute for Hindi in Computer.<br>(3) Must have passed 1 year diploma certificate in data entry / programming from Government recognized institution, and must have speed of 10000 key depressions per hour. |
|---|---|---|---|
| 9. | Stenographer, High Court Legal Services Committee. | By direct recruitment through competitive examination or by deputation of qualified personnel from other departments who are graduates and have passed English shorthand Examination from a recognized Board with speed of 100 words per minute or by absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department/ organization of the Government. | (1) Must be a Graduate from any recognized University.<br>(2) Must have passed Short Hand Examination in English from any recognized Board of Shorthand and Typewriting with speed of 100 words per minute, and 35 words per minute respectively in Computer.<br>(3) Must have passed 1 year diploma certificate in data entry / programming from Government recognized institution, and must have speed of 10000 key depressions per hour. |
| 10. | Private Secretary to Executive Chairman | By direct recruitment through open competition or by deputation of qualified personnel from other departments who are graduates and have passed English shorthand Examination from a recognized Board with speed of 100 words per minute or by absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | (1) Must be a Graduate from any recognized University.<br>(2) Must have passed Short Hand Examination in English from any recognized Board of Shorthand and Typewriting with speed of 100 words per minute, and 40 words per minute respectively in Computer.<br>(3) Must have passed 1 year diploma certificate in data entry / programming from Government recognized institution, and must have speed of 10000 key depressions per hour. |
| 11. | Superintendent | By Promotion form amongst Assistant Auditor /Accountant (Trained), Personal Assistant or Stenographer or by deputation of qualified personnel from other departments or by absorption/ transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | -- |

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| 19. | Chairman Permanent Lok Adalat (Public Utility Services) | As per the provision of the Act and the Chhattisgarh State Legal Services Authority Rules, 2002, on deputation from the cadre of Higher Judicial Service. | -- |
| 20. | Member Secretary. | As per the provision of the Act and the Chhattisgarh State Legal Services Authority Rules, 2002, on deputation from the cadre of Higher Judicial Service. | -- |

## SCHEDULE – III
**[See Rule 12]**

| S. No. | Name of the post – from which promotion is to be made | Name of post to which promotion is to be made | No. of years of service in the posts shown in Column (1) | Departmental Promotion Committee |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| 1. | Audit Officer | Account Officer | 5 years | 1. Officer from District Judge Cadre – Chairman<br>2. Officer from Civil Judge Cadre – Member<br>3. Officer from Civil Judge Cadre (belonging to SC/ST) – Member |
| 2. | Superintendent | Legal Aid Officer | 5 years | |
| 3. | Assistant Auditor | Audit Officer | 5 years | |
| 4. | Assistant Auditor/ Accountant (Trained)/Personal Assistant or Stenographer | Superintendent | 5 years | |
| 5. | Accountant | Assistant Auditor/ Accountant (Trained) | 5 years | |
| 6. | Assistant Grade –II / Assistant Protocol Officer | Accountant | 5 years | |
| 7. | Assistant Grade –III/Computer Operator/Process Writer | Assistant Grade – II/ Assistant Protocol Officer | 5 years | |
| 8. | Class-IV Employee | Assistant Grade – III/ Computer Operator/Process Writer | 5 years | |
| 9. | Peon/ Farrash/ Waterman/ Watchman/ Process Server/ Sweeper | Daftari | 5 years | |

संचालक, मुद्रण तथा लेखन सामग्री, छत्तीसगढ़ द्वारा शासकीय क्षेत्रीय मुद्रणालय, राजनांदगांव से मुद्रित तथा प्रकाशित—2012.

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| 12. | Audit Officer | By promotion from Assistant Auditor or by deputation of person from the office of the Directorate of Treasuries, Pension and Accounts or has been working in accounts for a sufficiently long period or by absorption/ transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | -- |
| 13. | Legal Aid Officer | 80% By Direct recruitment through Competitive Examination and 20% By Promotion from employees of the State Authority subject to suitability and merit-cum-seniority or by absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | Must be a Law Graduate from a recognized University. Preference shall be given to degree or diploma certificate holder persons in computer application. |
| 14. | Accounts Officer | By Promotion from Audit Officer or by deputation of a person from the office of the Directorate of Treasuries, Pension and Accounts or by absorption/transfer of the services of employees of similar or equivalent higher pay scale working in any department / organization of the Government. | -- |
| 15. | Under Secretary, State Legal Services Authority | As per the provision of the Act and the Chhattisgarh State Legal Services Authority Rules, 2002, on deputation from the cadre of Lower Judicial Service. | -- |
| 16. | Deputy Secretary, Secretary, State Legal Services Authority | As per the provision of the Act and the Chhattisgarh State Legal Services Authority Rules, 2002, on deputation from the cadre of Lower Judicial Service. | -- |
| 17. | Full Time Secretary, District Legal Services Authority. | As per the provision of the Act and the Chhattisgarh State Legal Services Authority Rules, 2002, on deputation from the cadre of Lower Judicial Service. | -- |
| 18. | Secretary, High Court Legal Services Committee. | As per the provision of the Act and the Chhattisgarh State Legal Services Authority Rules, 2002, on deputation from the cadre of Higher Judicial Service. | -- |